

MEMORANDUM

TO: Chief Financial Officers
All State Departments and Agencies

FROM: Michael J. Moody, Director
Office of Financial Management

DATE: October 28, 2003

SUBJECT: OFM Fiscal Year 2003, Letter No. 10
GASB 34 Reporting Package

I am writing to request your assistance in the Office of Financial Management's efforts to gather information necessary to comply with the Governmental Accounting Standards Board (GASB) Statement No. 34 reporting requirements for the fiscal year 2003 *State of Michigan Comprehensive Annual Financial Report*.

Please complete and submit the attached GASB 34 reporting package to OFM by **November 20, 2003**. Please refer to Chapter 26, Section 2 of the *Financial Reporting and Accounting Manual* for guidance or you may contact your OFM agency liaison accountant with any questions.

Thank you for your attention to and assistance with this matter.

Attachments

cc: N. Duncan	L. Mester
D. Johnson	R. Mealy
L. Pigue	Administrative Officers
S. Strong	Chief Accountants
S. Stier	Internal Auditors

Chief Financial Officers

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OFM Fiscal Year 2003 Letters:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1	05/29/2003	Fiscal Year 2003 Year-End Closing Schedule
2	06/11/2003	Financial Reporting and Accounting Manual revisions
3	07/15/2003	Financial Reporting and Accounting Manual revisions
4	09/02/2003	Request for Information on Statutorily Required Payments
5	09/08/2003	Financial Reporting and Accounting Manual revisions
6	09/18/2003	Financial Reporting and Accounting Manual revisions
7	10/08/2003	Financial Reporting and Accounting Manual revisions
8	10/09/2003	FY 2003 Year-End Disposition
9	10/22/2003	Financial Reporting and Accounting Manual revisions
10	10/28/2003	GASB 34 Reporting Package

GASB 34 Reporting Package

Agency Name: _____

Chief Accountant Signature: _____

Chief Financial Officer Signature: _____

The information requested in this reporting package is necessary to help the State of Michigan comply with the reporting requirements of GASB Statement No. 34. The information submitted will facilitate the preparation of the government-wide financial statements using the full accrual basis of accounting and the total economic resources measurement focus. Please refer to Chapter 26, Section 2 of the *Financial Reporting and Accounting Manual* for guidance on completing this reporting package. **Responses are due in the Office of Financial Management by November 20, 2003.**

If you answer yes to any of the following questions please attach a description of the item including impacted appropriated funds and dollar amounts.

- | | | |
|---|------------|-----------|
| 1. <u>Inventories and Prepaid Expenses</u> | Yes | No |
| Does your agency possess any inventory or any prepaid assets not currently reported in the fund-level balance sheets? | _____ | _____ |
| Any inventories or other assets accounted for with the purchases method (recognizing an expenditure at the time of purchase rather than at the time the inventory or asset is actually used or consumed) will need to be disclosed to allow for an adjustment to report total inventory and prepaid expenses on the government-wide statement of net assets.
{GASBS 34 par. 224} | | |
| 2. <u>Long-term Receivables</u> | Yes | No |
| Does your agency have any long-term receivables with corresponding revenue not reported in the fund-level financial statements? | _____ | _____ |
| {GASBS 34 par. 90 and 319} | | |
| 3. <u>Deferred Revenue</u> | Yes | No |
| Does your agency have deferred revenue on the fund-level financial statements that is earned as of September 30 but not collected within 60 days of year-end? | _____ | _____ |
| {GASBS 34 par. 85} | | |

- | | | | |
|----|---|---------------------|--------------------|
| 4. | <u>Long-term Liabilities</u>
Does your agency have any long-term liabilities not reported on the fund-level financial statements and not reported on any other year-end letter?
{GASBS 34 par. 319} | Yes
_____ | No
_____ |
| 5. | <u>Multipurpose Grants</u>
Is your agency the recipient of any multipurpose grants that do not provide for specific identification of the programs and amounts?
{GASBS 34 par. 50} | Yes
_____ | No
_____ |
| 6. | <u>Extraordinary and Special Items</u>
Does your agency have any extraordinary or special items? Extraordinary items are defined as events that are <i>both</i> unusual in nature <i>and</i> infrequent in occurrence. Special items are defined as events <i>within the control</i> of management that are <i>either</i> unusual in nature <i>or</i> infrequent in occurrence.
{GASBS 34 par. 55-56} | Yes
_____ | No
_____ |
| 7. | <u>Currently known facts, decisions, or conditions for MD&A</u>
Is your agency aware of any facts, decisions, or conditions that are expected to have a significant impact on the State's financial position or results of operations?
{GASBS 34 par. 8 and 11} | Yes
_____ | No
_____ |
| 8. | <u>Endowments</u>
Does your agency have any permanent or term endowments?
{GASBS 34 par. 35, 51, 53, and 121} | Yes
_____ | No
_____ |